Saitama University Fee Processing and Application Guide

Location: Saitama, Japan
Homepage: [http://en.saitama-u.ac.jp/](http://en.saitama-u.ac.jp/)
Dates: June 11- July 6, 2018
Program Fee: $1,000
Estimated cost of housing: $650
Application Deadline: February 20, 2018 (application to Saitama)
Contact information for questions about the program: kokusai@gr.saitama-u.ac.jp
Courses: History of Traditional Japan through Film (2 credits), Contemporary Visual Art and Design in Asia and Japan (2 credits), Japanese Material Culture (2 credits), Global Agenda and International Development in the Japanese Perspective (1 credit), Economic Policies in Japan (1 credit), Japanese language for Beginners (1 credit)
More information available here.
Recommended to take 2 courses for 2-4 US credits

About Saitama University:
Saitama University is one of Japan’s most innovative institutions and is located in Saitama city in the outskirts of Tokyo. Saitama, the ‘Oasis of Tokyo,’ is a historic city whose forests were planted centuries ago by peace-loving Samurais who nurtured the land instead of living by the sword. Saitama is the famous backdrop for many Japanese animated films. Located in the Okubo neighborhood of Saitama City, the university’s tree-lined campus is an enjoyable place to study, get involved in extracurricular activities, and meet students from all over Japan and the world. From campus, you can view the skyscrapers of Saitama’s city center, the majestic peak of Mt. Fuji and the Chichubu Mountains, and you can easily take the train to Tokyo to enjoy the amazing cultural offerings of this world-class city, which is less than an hour away.

Program Fee Guidelines:
1. This program is one of UMass Boston’s tuition reduced programs with limited student slots available. Due to late withdrawals in the past, we do require a deposit of $200 toward the program fee at the time of your application.
2. Once you have been accepted, you will need to pay half of the remaining balance (for Saitama that would be ½ of $800 = $400).
3. The final payment is due on the day of the pre-departure orientation (May 10th or 11th). ($400)

**Note: All payments are non-refundable unless you are not accepted into the program. Payments MUST be checks or money orders paid to UMass Boston Study Abroad and submitted to the front desk in the Office of Global Programs.

How to Apply:

STEP 1: Fill out the [application to study abroad through UMass Boston](http://en.saitama-u.ac.jp/)

- Once your application is marked “Eligible” you can “Commit” to the program.
- PAYMENT 1: In order to be nominated to Saitama, you MUST pay a $200 down payment towards your Program Fee. This will be deducted off your total fee of $1,000. (ONLY check or money order addressed to UMass Boston Study Abroad)
- We will nominate you to Saitama, once we receive the $200 deposit.
- If for some reason you are not accepted into the program, your down payment will be refunded. The fee is NON-REFUNDABLE for any other reason.

STEP 2: Once Saitama confirms your nomination, submit the following documents to our office (Office of Global Programs, Campus Center 2nd Floor Suite 2100)

a. Application Form with one color photo
b. Official Transcript
c. Passport Copy
d. $200 Deposit

Deadline to submit application with all supporting documents to our office: February 20, 2018. We will send your application to Saitama on your behalf.

STEP 3: PAYMENT 2

- Once you have been accepted to Saitama Summer School, you must pay ½ of the remaining program fee balance to reserve your slot. This is ½ of $800 = $400 (paid by check/money order only to UMass Boston Study Abroad)
- Confirm your housing with Saitama and prepare your travel plans (look for flights)

STEP 4: Post-acceptance Materials

You can find in your study abroad Application Process Guide instructions for completing necessary post-acceptance paperwork. This includes:

- Prior Approval for Study Abroad Courses
- Conditions of Agreement
- Study Abroad Contact Consent
- Study Abroad Waiver
- Departure Information (on website)
- Medical Self-Assessment (on website)
- Pre-Departure Orientation Sign-up (2 options available)

Step 7. PAYMENT 3: Attend Pre-Departure Orientation and pay remaining Program Fee balance.

- You must attend a mandatory pre-departure orientation to study abroad through UMass Boston. This is a comprehensive orientation about study abroad safety & health, code of conduct, travel preparation, and much more.
- Pre-Departure Orientation for summer programs will happen on May 10th and 11th. You will sign-up for one date.
- At orientation, we will collect the remainder of your study abroad program fee ($400) if you have not paid already. You will be issued a receipt for this payment, which will be used to then register you for the Summer 2018 study abroad course.
You MUST be registered in order to receive transfer credits upon your return. We are unable to register you for this course without the final payment of your balance.